

Recommendations and Problems  
Monthly Reports for November 1957

CARTOGRAPHY DIVISION

FAR EAST/WESTERN HEMISPHERE COMPILATION BRANCH

During the past month, this branch has received new drafting tables and has moved its furniture around so that the total result is an improved working space.

EUROPE-ASIA COMPILATION BRANCH

Several debriefings of attaches were attended by members of GC/E. In view of the large number of attache debriefings, a system of selectivity has perforce been adopted to avoid compilers being absent from their desks too often and/pr too long.

DEVELOPMENT AND CONSTRUCTION BRANCH

The new month will see a new Chief and Deputy Branch Chief assume their duties. It is sincerely hoped that the operations of the Branch, which have been so excellently administered in the past, will continue to be as successful in the future. Every effort will be made to maintain past proficiency but with sights set upward for future improvement, both technically and managerially.

MAP LIBRARY DIVISION

The Processing Branch is confronted with two main problems. For the third successive month, Cataloging and Indexing personnel, in addition to performing their cataloging duties, have been absorbing clerical and typing duties related to cataloging owing to the lack of clerical assistance. Also, preparation of materials for the Depository is again consuming many hours of Processing Branch time. During the past month, 70 hours of regular time and 100 hours of overtime were spent on Depository materials.

PHOTO INTELLIGENCE DIVISION

None reported.

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GEOGRAPHY DIVISION

25X1X7

The Far East Branch report includes the following: The flurry of excitement occasioned by [REDACTED] via [REDACTED] 25X1A9a Senior Research Staff, concerning possible availability of additional copies of CIA/RR-GR-149-154 suggests that perhaps some orientation briefing on the functions and operations of the Senior Research Staff and its position within the DD/I organizational structure might be of value.

Introduction of the new Geographic Intelligence Memorandum series -- CIA/RR-GM -- has caused confusion in the Division regarding the status, definition, and series name of the G/I and G/E memoranda. If and when the new publications board is set up, perhaps these memoranda and other issuances will be clearly defined.

The Editing and Review Staff raises a question concerning the use of and need for controls on D/GG publications. According to usage, all unclassified D/GG publications have carried some control, but no written authorization for this procedure can be found.

#### COORDINATION STAFF

Problems resulting from the OBI recommendation that several Chapter IX graphics be combined and that several others be printed on one sheet with a common legend were discussed with [REDACTED] 25X1A9a

25X1A9a [REDACTED] on 25 November. Adjustments recommended by OBI for the graphics accompanying NIS 41B<sup>M</sup> had required many additional man hours at AMS and were considered by GG/C and D/GC to be unnecessary and, in several cases, undesirable. The index of gravity observations, for example, had been combined with the index showing the largest scale topographic coverage. These graphics illustrate different sections and are completely unrelated. Also, OBI had forwarded the request for changes to AMS without first discussing them with members of the Coordination Staff. We became aware of the OBI recommendations after the corrections had been made and the graphics were ready for final check by D/GC.

#### EDITING AND REVIEW STAFF

The Editing and Review Staff was recently notified that some copies of every D/GG report were to be printed on one side of the paper only to permit "sanitization", particularly for foreign distribution. The printing and assembling of the relatively small number of copies for sanitizing involves a large amount of handwork at Reproduction and might even double the amount of work required in Reproduction. Apparently the order as first received was too sweeping; actually, it applies chiefly to G-Reports and others with formal bibliographies, which would exclude most requested reports such as E&E's. In reports of this type only footnotes are likely to need sanitizing. Where this is the case, the footnotes will be printed lower on the page, where they can be cut out without destroying text on the back. As a guide to future procedure, St/C is sending D/GG some copies of our reports that have been sanitized.

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